

DCI TRIP CHECK-OFF LIST

TO: NYC - Navy Langue Dinner DATE(S): 13 Nov 78POCs: Jack Bergen 212-247-5340(0), 212-838-5246From Ltr Project Plus Inc1507 Broadway 212-997-0100STAT Adm Tom MooreSTAT Security NYC 212-682-8109

Pilot

Steward

DATE/INITIALS:

1. Conceptual Planning Memo (Mil Aide)
2. Detailed Trip Sked (Mil Aide)
3. Daily Sked Cards (Mil Aide)
4. Orders (DCI/Admin)
5. Security Cln Certifications/Access Arrangements (DCI Admin/S.O.)
6. Advance Funds (DCI/Admin)
7. Comm Arrangements (DCI Security/DDO/Off of Commo)
8. Ground Trans (DCI Security/DDO)
9. Air Trans (CONUS-DDA/EO; Overseas-SOG)
 - Bunk/Seat Plan (Mil Aide)
 - Meal Plan (Mil Aide)
10. Classified Storage (DCI Security/DDO)
11. Weapons Handling (DCI Security/DDO)
12. Baggage (DCI Security/DDO)
13. Courier Requirements (DCI Security/DDO)
14. Local Information (DCI Security/Mil Aide/DDO)
15. Accommodations
 - Hotels (CONUS-DCI Security/Overseas-DDO)
 - Military (Mil Aide)
 - Meal Plan (Mil Aide/DDO)
 - ETA/ETD (Mil Aide/DDO)
16. Wives Plan (Mil Aide)

17. Manifest (Mil Aide/SOG or DDA/E0)

DCI _____

Mrs. T. _____

Aide _____

Security _____

Security _____

(Other) _____

OVERSEAS TRAVEL RQMTS

18. Passports/Visas/Shot Records/Customs & Immigration (Mil Aide/DCI Admin)

DCI _____

Mrs. T. _____

Mil Aide _____

19. Rqmts for Local Currency (Mil Aide/DCI Security/DDO)

TRIP BOOKS

20. Sked (Mil Aide)

21. Bios/Photos

22. Issues

23. Background Mat

24. Speech Material (Capt. T.)

25. Friends in Area (Gary)

26. Weather Info.

27. Other

PACKING RQMTS

Trip Books (Exec. Asst.)

Passports (DCI/Mrs. T./Aide)

Shot Cards (DCI/Mrs. T./Aide)

Money/Travel Checks

Gifts (Mil Aide)